



# RECORDS RETENTION SCHEDULE



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

1/77

STATE ARCHIVES AND RECORDS COMMISSION  
COMMONWEALTH OF KENTUCKY

Department of Library and Archives  
Division of Archives and Records

RETENTION AND DISPOSAL SCHEDULE NUMBER I  
AGREEMENTS

Date Approved 6/23/78  
by Commission

Schedule for:

BOARD OF EXAMINERS AND REGISTRATION OF

State Agency  
LANDSCAPE ARCHITECTS

APPROVALS  
FOR STATE AGENCY

1. James D. Hill  
Agency Head and Title

2. Ann Snelling  
Agency Records Officer

Division of Archives  
3. and Records Howard J. Goodpaster  
State Archivist and Director

Archives and Records  
4. Commission James M. Williams  
Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN BELOW AND BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONE

David G. Abbott  
Records Analyst  
Rory B. Tator  
Assistant State Records  
Administrator

Jeffrey Michael Duff  
Assistant State Archivist

THIS RETENTION & DISPOSAL SCHEDULE, APPROVED BY THE STATE AGENCY, IS TRANSMITTED FOR REVIEW TO: AUDITOR OF PUBLIC ACCOUNTS, AND ATTORNEY GENERAL, OF THE COMMONWEALTH OF KENTUCKY

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

4-27-78  
Approval Date  
George C. Thompson  
State Auditor Public Accounts

5/19/78  
Approval Date  
Robert F. Stephens  
Attorney General

**STATE AGENCY RECORDS  
 RETENTION SCHEDULE**

General Government  
 Landscape Architects, Board of Examiners and Registration of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
01364	Master Folders - Registered Landscape Architects		Applications, Examination Records, College Transcripts, Related Correspondence	Agency: I	Records Center:	Archives Center: P
				Transfer to State Archives one (1) year after death of registrant and when no longer useful		
01365	Registration Application - Denied (Approved Applications in Master Folder)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01366	Roster - Landscape Architects			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01367	Unacceptable Examinations			Agency: P	Records Center:	Archives Center:
				Retain cover sheet in Agency. Destroy question and answer sheets five (5) years after date of examination.		